

**SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

**ATTACHMENT L-5 – PAST PERFORMANCE LETTER AND QUESTIONNAIRE**

**Past Performance Letter**

Date \_\_\_\_\_

Dear: \_\_\_\_\_

The Department of Energy (DOE) is asking for your assistance in a procurement effort. \_\_\_\_\_ is participating in a proposal for a DOE contract. We are asking you to complete the attached questionnaire to help us evaluate \_\_\_\_\_'s performance.

Please use the following definitions to provide your ratings:

0 - Unsatisfactory - The contractor failed to meet the minimum contract requirements.

1 - Poor - Performance was less than expected. The contractor performed below minimum contract requirements.

2 - Satisfactory - Performance met expected levels. The contractor met the minimum contract requirements.

3 - Good - Contractor performance exceeded expected levels. The contractor performed above minimum contract requirements and displayed a thorough understanding of contract requirements.

4 - Excellent - Contractor performance substantially exceeded expected levels of performance. The contractor consistently performed above contract requirements, displayed an overall superior understanding of contract requirements, and used innovative approaches leading to enhanced performance.

NA - Not applicable

DK - Don't know. No knowledge available to rate this question.

Please feel free to provide an explanatory narrative under REMARKS. If more space is needed, please attach additional pages.

We greatly appreciate your time and assistance in completing this questionnaire.

Please return the completed questionnaire by \_\_\_\_\_ to:

U.S. Department of Energy  
Consolidated Business Center  
250 East 5<sup>th</sup> Street, Suite 500  
Cincinnati, OH 45202  
Attn: Noelle Mills

**ATTACHMENT L-5 -- Continued**

**Past Performance Questionnaire**

**0=Unsatisfactory, 1=Poor, 2=Satisfactory, 3=Good, 4=Excellent, NA=Not Applicable, DK=Don't Know**

Did the contractor comply with contract requirements, and submit accurate reports? Was the Performance Work Statement executed effectively by the contractor in a consistently high quality manner?

0      1      2      3      4      NA      DK

Did the contractor meet milestones, demonstrate reliability and responsiveness to technical directions, complete deliverables on time and adhere to contract schedules (including contract administration)?

0      1      2      3      4      NA      DK

Did the contractor perform within or below budget, use cost efficiencies, perform within estimated costs, submit reasonably priced change proposals, and provide timely, current, accurate and complete billing?

0      1      2      3      4      NA      DK

Was the contractor's Environment, Safety & Health program in compliance with contract requirements and protective of workers, public, and the environment?

0      1      2      3      4      NA      DK

Was the contractor effective in subcontract management?

0      1      2      3      4      NA      DK

Did the contractor effectively manage regulatory compliance programs and regulatory interfaces?

0      1      2      3      4      NA      DK

Did the contractor develop and implement an effective quality assurance program?

0      1      2      3      4      NA      DK

Did the contractor manage effectively including cooperation with the technical representatives, the Contracting Officer, and other stakeholders showing flexibility, and being responsive?

0      1      2      3      4      NA      DK

Did the contractor resolve problems encountered on the contract and implement corrective actions in a timely manner?

0      1      2      3      4      NA      DK

Were you as the customer sufficiently satisfied with the overall performance of this contractor, that you would hire this Company again?

\_\_\_\_\_Yes \_\_\_\_\_No

Remarks:

Your company name or organization and address:

Name/Telephone number/Title of person completing the questionnaire: